



OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
Position Vacancy Announcement

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: 05-AD-DCLB-0015	POSITION: Sales Representative (Bilingual)
POSITION SERIES: DS-301	POSITION GRADE: DS- 9/1 – 11/10
OPENING DATE: December 3, 2004	CLOSING DATE: Open Continuously
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: December 16, 2004	SALARY RANGE: \$36,612 - \$56,881 TOUR OF DUTY:
WORKSITE: 2101 ML King, Jr. Avenue, SE	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: DS-11	NO. OF VACANCIES: One (1)
AGENCY: DC Lottery and Charitable Games Board (DCLB)	DURATION OF APPOINTMENT: Permanent

This position is **NOT** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: The incumbent pre-qualifies new accounts and increases sales/profits for the agency by establishing new agents and maximizing existing ones. Responsible for meeting pre-set goals and objectives (quotas, in-store promotions, targeting territories, and new program introductions) established by the Director of Sales. Incumbent sells instant tickets to agents in his/her territory. Submits weekly reports that recap previous week's objectives, and provides activity calendar for current projects. Prepares a variety of periodic and special reports (sales reports) pertaining to the operations of the Sales Administration. Targets new agent locations to increase sales. Initiates new concepts and ideas to increase sales, and works with the Marketing Department to introduce new programs. Design professional promotional programs for lottery agents. Explains new promotions, procedures, and marketing plans to agents and assists all agents with problems, questions or complaints. Displays new promotional material and restocks supplies. Provides new game information, delivers all Point-of-Sales material, and meets with agents daily to provide assistance regarding lottery inquiries. Conducts compliance and regulatory reviews for all individual accounts, inspects new agent locations to assure the agents are qualified to be licensed and adheres to the D.C. Lottery's regulations. Provides agents with an update on yearly objectives, upcoming promotions, programs and commissions. Establishes agent in-house promotions and distributes on-line materials. Assists with new agent training and the development of the on-line and instant ticket-marketing plan. Develops strategies to capitalize on marketplace/account issues and actively gathers other perspectives, agenda and ideas. Improves business processes by sharing knowledge and fostering an environment of continuous learning and improvement.

QUALIFICATIONS REQUIREMENTS: **DS-9** – Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related or one (1) year of specialized experience equivalent to the next lower level. **DS-11** – PhD or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related or one (1) year of specialized experience equivalent to the next lower level.

SPECIALIZED EXPERIENCE: Is experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SELECTIVE PLACEMENT FACTOR (S): **Must Meet This Factor To Be Considered For This Position.** - Ability to speak **Spanish**. Incumbent's work requires that he/she speaks and interprets **Spanish** in order to accomplish their work assignments. Incumbent must be able to communicate fluently and effectively in **Spanish** to conduct necessary

business; understand and express ideas in **Spanish** instantly, accurately and completely, in appropriate style, and with the intent of the original speaker.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR DC2000.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, and training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. A good command of English and Spanish or Spanish language, spelling and grammar to ensure accuracy of reports and correspondence and the ability to read and communicate effectively with representative community and agents.
2. Extensive knowledge of mathematical and statistical techniques to maintain accurate agent accounts.
3. Knowledge of an extensive body of laws, rules regulations, and procedures pertaining to Lottery agents to ensure compliance with agency policies.
4. Comprehensive knowledge of sales and marketing principles and the ability to tie marketing problem solving techniques into marketable selling situations and business opportunities.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S QUALIFICATION STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). (Resume May Be Attached.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY:

Janice Cager
OCFO – OMA – Human Resources
941 North Capital Street, N.E., Suite 1200
Washington, DC 20002
(202) 442-6523

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER